

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, OCTOBER 4, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 4, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce and Tom Yseth.

CALL TO ORDER

Chairperson Krogman called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the October 4, 2016 Commission Meeting was approved without objection. Be it noted, the Highway Work Session was removed from the agenda.

CONSENT AGENDA

Motion by Yseth, seconded by Jensen to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the September 20, 2016 Commission Meeting.

Travel Requests: Chris Lilla & Jacob Brehmer to attend the District Quarterly Meeting on October 19th in Flandreau; Misty Moser to attend a Mosquito Conference on October 11th-12th in Aberdeen; Lee Ann Pierce to attend the South Dakota Planners Association Conference on October 26th-27th in Sioux Falls; Darren DeJong to attend Adult Mentor Court on December 5th-7th in Nez Pierce County, Idaho.

Personnel Action Notices: voluntary resignation- Derek Mitzel, effective August 30, 2016; voluntary resignation- Jeffrey Conrad, effective September 15, 2016; routine step increase- Nick Norgaard to \$18.39, effective October 1, 2016; routine step increase- Shawn Plowman to \$23.60, effective October 1, 2016; new hire- Part-time Detention Center Nurse Suzanne Bjordal at \$22.00, effective September 22, 2016.

Human Services Report: case #15-071A for rent was denied; case #15-100A for rent was denied; case #16-001A for rent was denied; case #16-053A for lot rent was denied; case #16-076A for Brookings Municipal was denied; case #16-084A for Brookings Municipal was denied; case #16-093A for rent was denied; case #16-122A for rent was denied; case #16-151 for Avera McKennan was denied; case #16-153 for Avera McKennan was denied; case #16-154 for Avera McKennan was denied; case #16-155 for Avera McKennan was denied; case #16-156 for Avera McKennan was denied; case #16-157 for Avera McKennan was denied; case #16-158 for Avera McKennan was denied; case #16-169 for County Burial was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Miller, seconded by Yseth to approve the following claims. Motion carried.

A&B Business Inc, Maintenance Contract, \$25.00; AMP Electric Construction, Pole Light & Switch Repairs, \$497.33; Aragon, Martha A, 1.5hrs Translation Services, \$75.00; Banner Associates, Engineering Fees 213th Phase2, \$3,900.00; Barnett, Rita, Half Year Gate/Panel Storage, \$200.00; Bozied Oil Co Inc, August Car Washes, \$187.00; Brookings Credit Bureau, Collection, \$824.37; Brookings Domestic Abuse Shelter, 3rd Qtr Payment, \$2,325.00; Brookings Public Library, 3rd Qtr Payment, \$4,375.00; Brookings Register, Paper & E-Edition Subscription, \$196.00; Buhls of Brookings Cleaner, Rug Rental Service, \$35.80, July & August Rug Rental, \$117.20; Buseth, Vicki, Mileage, Per Diem, SF Conv, \$69.72; Century Link, Long Distance, \$146.82; Chapman, Beverly, Mileage, Per Diem SDACO Conv, \$69.72; City of Brookings, E-911 Remittance-Jul, Aug, Sep, \$78,152.06, Joint Bldg Costs, \$9,606.06; Courtesy Plumbing Inc, Fix Leaking Faucets, \$257.04; Cummins Central Power LLC, Generator Maint Agreement, \$413.61; Dale's A-1 Transmission, Electrical Repairs, \$1,559.75; Executive Mgmt Finance Office, Tech Access Fee, August 2016, \$59.00; F&P Properties Management, COP Rent, \$650.00; Feucht Construction, Sinai Shop Const, 3rd Pmt, \$28,000.00; Fite, Pierce & Ronning Law, CAA, \$285.20; Foerster Office & Supply, Janitorial Supplies, \$334.05; Forterra Pipe and Precast, Bridges 124-110u & 122-130u, \$53,589.68; Gass Law, PC, CAA, \$402.62, CAA, \$935.09, CAA, \$626.28, CAA, \$939.49; Patricia J Hartsel, Transcripts, \$503.60; Richard Haugen, Per Diem SD EM Mngr Conf, \$81.00; Tim Hogan, CAA, \$521.91; Hollaway Construction, Piling and Box Culvert Const, \$97,241.60; Human Service Agency, Mental Health First Aid Training, \$200.00; Hy-Vee Food Store, Jury Meals, \$17.97, Inmate Meals, \$17,475.60, Zoning Mtg Refreshments 9/6/16, \$9.08; JCL Solutions, Orange Tough, Shop, \$442.40; Kingbrook Rural Water, Water Utilities, \$33.00; Benjamin L. Kleinjan, CAA, \$184.00, CAA, \$419.40, CAA, \$266.40; L. G. Everist, Inc, Crushed Quartzite, \$5,267.11; Christopher Lilla, Hotel, Airline, Travel Reimbursement, \$1,061.69; Locators & Supplies, Marking Paint, \$95.18; Lyle Signs Inc, Adopt A Hwy Signs, \$255.83; M&T Fire & Safety Inc, Key Fire Hose-Sinai FD, \$488.00; Donald McCarty, CAA, \$971.00, CAA, \$463.30, CAA, \$1,136.20; MCI, Long Distance Aug/Sept 2016, \$40.46; McLeod's Printing & Office, Warning Tickets, \$336.20; Midwest Management/BMO Harris, Tax Certificate, \$20,868.67; Gary E Mikelson, Inv MI Hearing, \$228.68; Nancy J Nelson, CAA, \$667.00, CAA, \$671.60; Nielsen's, Heat Shrink 0598, \$6.81; Northwestern Energy, Natural Gas, \$20.54; Office Depot Inc, Batteries, Paper, Calendar, \$80.33; Office Peeps Inc, Desk Calendar, \$6.96, Paper, Calendar, \$324.43; Olson Apts, COP Rent, \$480.00; Pictometry International, Pictometry License, \$1,650.00; Pitney Bowes, Meter Rental Serial #77691, \$165.00; Postmaster, Postage Stamps @200, \$94.00; Qualified Presort Service, Work From 9/1 - 9/15, \$12.55; Ramsdell's F&M Ltd, 2-4, D Amine, \$2,909.70, 2-4, D Amine, \$2,909.70, 2-3, D Amine, \$2,909.70; RFD Newspapers Inc, Comm Minutes, Budget, \$1,371.53, Comm Minutes, Budget, \$2,743.06, Legal Notices, \$15.65; Rick Ribstein, CAA, \$837.20; Rude's Funeral Home Inc, County Burial, \$3,000.00; Running's Supply Inc, Supplies, \$15.27; Satellite Tracking of People, GPS Insurance, \$28.00; SD Attorney General's Office, 24/7 & SCRAM Fees Aug 1-15, \$1,910.00, 24/7 Participation Fee Aug 1-15, \$87.00; SD Planners Association, SD Planners Assoc Conf Registration, \$240.00, Conference Registration, \$100.00; SD Public Assurance Alliance, 2017 Liability & Prop Insurance, \$123,163.15; SD Safety Council, SD Safety and Health Conf, \$220.00; Sheraton Sioux Falls, SDACO Convention Lodging, \$166.00; Sioux Valley Cleaners Inc, Sept WIC Janitorial, \$442.00; Smilemakers, Stickers-Immunizations, WIC, \$99.59; Store Supply Warehouse, 2x5 Wire Grid Panels, \$142.55; Thomson Reuters - West, West Information Charges,

\$662.00, West Information Charges, \$555.69; Tyler Technologies, Incode Tax Billing Training 8/17, \$250.00; Steven Ust, Building Inspections, \$1,600.00; Vandenberg Law, CAA, \$391.00, CAA, \$506.00; Vantek Communications Inc, North Repeater Oct Fee, \$100.00; Verizon Wireless, Wireless, \$40.01; Walburg, Duane, Animal Control Mileage, \$86.10; Walmart Community, 6A11 Ink Cartridges, \$49.97, Hooks for Office, \$7.92, Achievement & State Fair Supplies, \$310.99; Wells Fargo, Wells Fargo CC, \$1,490.14; Terry D Wieczorek PC, CAA, \$949.81, CAA, \$362.88; Witchey, Kristen, Mileage, Per Diem-SDACO Conv, \$69.72; Yankton County Sheriff, Service of Process, \$50.00.

October Cell Phone Reimbursements: Anderson, Jeffrey, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren, \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Gengler, Michael, \$30.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Haugen, Richard, \$45.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Hoekman, Devan, \$30.00; Holzhauser, Michael, \$105.00; Howard, Abigail, \$105.00; Jensen, Larry, \$75.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Lilla, Christopher, \$105.00; Littlecott, Laura, \$45.00; McCrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Page, Zach, \$30.00; Pierce, Irene, \$45.00; Pierce, Lee Ann, \$75.00; Pike, Jon, \$60.00; Plowman, Shawn, \$90.00; Scheer, Aaron, \$30.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Stoltenburg, Michael, \$15.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00; Yseth, Tom, \$75.00.

Department Head Reports

County Development Director Robert Hill said he and County Development Deputy Director Richard Haugen attended the South Dakota Emergency Management Association Conference in Aberdeen. Hill said they had a full scale exercise in Volga, and it went very well.

Hill discussed upcoming dates.

Director of Equalization Chris Lilla said his office is wrapping up the rural review, and will finish what doesn't get done next year. Lilla said all tax exempt forms for any tax exempt entity are due by November 1st.

Lilla said their office will be audited November 17th.

Finance Officer Vicki Buseth said 623 absentee ballots have been mailed out so far. Buseth said they are busy collecting the second half of property taxes, which are due by October 31st.

Buseth said October 1st was the deadline for city and school levy requests.

Sheriff Martin Stanwick said they continue to stay busy. Stanwick attended and discussed the Sheriff's Conference he attended last week.

Stanwick said he and Jail Administrator Bart Sweebe toured the Detention Center in Pierre.

Pierce said she is excited about the idea of being able to house juveniles, which could be possible with the proposed jail expansion.

Highway Superintendent Richard Birk said they will be closing 34th Avenue between 8th Street South and 20th Street South for approximately three days to work on the railroad crossing. He said the railroad will begin placing crossing arms, and replacing the railroad crossing.

Birk said he spoke to Scott Mohror with Banner Associates about developing uniform specifications for overlay projects.

Birk said the bridge south of White will open as soon as the guard rails are put in.

Birk said the bridge north of Bruce will begin mid-November. Birk said he did contact the individuals who live in the immediate area.

Birk said his crew finished doing the approach area in front of the truck shed.

Weed & Pest Supervisor Misty Moser said they've finished spraying all DOT, county, and township roads. Moser said they are now busy winterizing the equipment.

Moser informed the board that a new water tank is needed as the current tank is leaking.

Moser said she will be attending a Mosquito Meeting later in the day.

Moser said she received a quote for spray loggers and that amount was approximately \$16,000.

Pierce asked how much a new water tank would be. Moser said it would cost about \$3,000.

Veterans & Human Services Michael Holzhauser said the office has been busy. Holzhauser said he attended a VA Town Hall Meeting.

Holzhauser said he and Deputy Director Irene Pierce will be out of the office Thursday, October 6th.

REGULAR BUSINESS

Motion by Yseth, seconded by Miller to approve the disposal of a 1989 Drake pup trailer via auction. Background information was provided by Highway Superintendent Richard Birk.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."

Motion carried.

Motion by Miller, seconded by Jensen to authorize the Highway Superintendent to contract with Purple Wave Auction to sell a Pup Trailer, Dump Truck, and a Ford F150 Truck that have been declared as surplus. Background information was provided by Highway Superintendent Richard Birk.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye."

Motion carried.

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for a permanent part-time Equipment Operator in the Highway Department. Background information was provided by Highway Superintendent Richard Birk.

Roll call vote: Jensen "aye," Pierce "aye," Yseth "aye," Miller "aye," Krogman "aye."

Motion carried.

Motion by Miller, seconded by Jensen to approve using county funds to improve 468th Avenue for 2.5 miles in Sterling and Eureka Townships near Northern Sky Dairy.

Yseth said the county will not be receiving any state funds for improving this road, and questioned why we could not ask the state for help. Highway Superintendent Richard Birk said with the state requirements and regulations on grant funds, it must be a project that is far more involved than this one. Miller said the townships are all on board with this.

Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.”
Motion carried.

Motion by Miller, seconded by Yseth to withdraw the awarded grants for 468th Avenue from the Governor’s Office of Economic Development.

Roll call vote: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.”
Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report.

HR Specialist Laura Littlecott discussed updating the county’s life insurance policy.

Steffensen discussed scheduling Department Head Reviews with the board. Steffensen also discussed the South Dakota Planners Association Conference with the board.

Steffensen discussed upcoming dates.

Chief Deputy States Attorney Abigail Howard said the Drug Court team presented to the Brookings Rotary and City Council last week.

Howard said the Juvenile Justice Reinvestment Initiative has been submitted on time, and will keep the board informed on that.

Howard attended and discussed the forum on Mental Health.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended and discussed the South Dakota Book Festival; attended the Swiftel Advisory Board Meeting; attended the County Commission & States Attorney’s Chamber Forum; attended the Swine Unit Dedication; and attended the forum on Mental Health. Pierce said she continues to work on ordinances.

Commissioner Jensen attended and discussed the BATA Meeting; attended the Inauguration of Barry Dunn; attended the County Commission & States Attorney’s Chamber Forum; and attended Banner’s event at the SDSU Football game.

Commissioner Miller attended a 1st District Meeting and attended the 25th Anniversary of Domestic Abuse.

Commissioner Yseth attended the ICAP Meeting and attended a Hospital Board Meeting.

Commissioner Krogman attended the Emergency Management Exercise in Volga and attended the County Commission Chamber Forum.

EXECUTIVE SESSION

Motion by Miller, seconded by Pierce to enter into Executive Session at 10:05 a.m., in accordance to SDCL 1-25-2(1)(4), personnel and contract negotiations. Motion carried. The board came out of Executive Session at 1:26 p.m. No action was taken.

ADJOURNMENT

Motion by Pierce, seconded by Miller to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, October 18, 2016 at 8:30 a.m.

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